

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : *Chief, CIA/PID (NPIC)* DATE: *19 September 1963*  
FROM : *Chief, Requirements Section, CIA/PID/35 (NPIC)*  
SUBJECT: *Reports produced by PID, March - August 1963*

*During the six-month period March - August 1963, CIA/PID (NPIC) produced 939 reports, of which 13 were hard copy, published reports.*

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IB - 244/63  
18 September 1963

MEMORANDUM FOR: Chief, CIA/PID (NPIC)

FROM : Chief, PID/IB

SUBJECT : Formal Reports in Answer to Industrial Branch Requirements

1. In the past six month period (15 March - 15 September 1963) the Industrial Branch, PID has produced a total of 149 inter-office memorandums in answer to requirements submitted to NPIC that were of a substantive nature. Of this total, requesters had specifically asked for, or would have preferred, a formal report in answer to 25 of these requirements, or approximately 20%. Requesters were primarily interested in a formal reply because of the wider dissemination this type of report receives, however in one case the requester was interested in this type of reply so that he could publish information from the report in an OSI bulletin and use the report number as reference (He did not feel that he could reference an informal memorandum number because of its extremely limited distribution). In view of the fact that we could not guarantee the requester a formal reply on a timely basis due to publication problems, we submitted the reply as an informal memorandum which was subsequently published in the OSI Bulletin as his contribution without acknowledgement to CIA/PID or NPIC. The problem of answering the other 24 requirements on a timely basis with a formal type of report was also the reason we answered these with informal memorandums.

2. Of the 149 inter-office memorandums previously mentioned, the information presented in 70, or nearly 50%, was of a significant nature and should have received wider dissemination. We definitely feel that the photo intelligence information as presented in these 70 memorandums would be of interest to other components within the intelligence community and should have been published in a formal report, even though the requesters did not specifically request a reply as such. Again we did not plan or progress toward the goal of formal reporting due to the time factors involved.

3. In the past six month period, Industrial Branch/PID has answered seven requirements by means of a formal report. (One of these was actually a national project which PID/IB chaired and participated in). Our experience has been, again, that the time span required for final publication and distribution of these reports was too great for further consideration as a vehicle in answering requirements.

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4. To "crystal ball" and estimate future needs of the Industrial Branch for formal type of reporting in answer to requirements is rather difficult to do at this time. If Publications Division is now able to provide service on a timely basis as has been recently indicated, at least 50% of all requirements should be answered in formal reporting at the present time. As for future predictions, this figure could very well rise up to 60% or 65% in the rather immediate future, and eventually and estimate of 70% to 80% is not, I feel, out of line.

5. Industrial Branch, PID is very interested in exploring the possibilities of having a graphics analyst and an editor assigned to PID from PD on a "as needed" basis, whom could be physically located in the PID Area. All inter-office memos, with very few exceptions, go to the requester with some type of graphics enclosed. The graphics involved vary from annotated prints to rather detailed line drawings, and at the present time <sup>are</sup> ~~is~~ being done by the PI analysts. Even though PD may be able to now transform many of our inter-office memos into formal reports, we would still be interested in obtaining graphical and editorial support in our reports that continue to be forwarded as inter-office memorandums.

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